



## Town Administrator's Report Board of Selectmen's Meeting of October 3, 2011

Report covers from September 24, 2011 to September 30, 2011

Items requiring Board vote or discussion are noted with an asterisk (\*)

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### A. Town Department Reports/Requests

(1) Comments Requested Concerning Southern Definitive Plan (\*)

The Planning Board has officially circulated copies of the Definitive Subdivision Plan for the southern area of Conomo Point to various departments, boards, and committees for comment. The Selectmen have also received a copy. The first public hearing has been scheduled for October 19, 2011 at 8:00 p.m., at the Essex Elementary School.

*Recommendation:* **Board discussion as necessary.**

### B. Computer Systems

(1) Melrose Datacenter Agreement (\*)

The subject Agreement was finalized and approved by Town Counsel after I met with the Melrose IT Officer on September 29, 2011. The Agreement is set up to proceed in a stepwise fashion, with the opportunity for assessment, adjustment, or reversal at various points during the implementation.

*Recommendation:* **Board signature of the Agreement.**

(2) Final Incorporation of Sewer Betterment Data into Assessors' Software

I collaborated with a representative of the vendor responsible for the Town's new Patriot Assessors' database software on September 29, 2011 along with the Treasurer, the Assessors' Clerk, and the Lead Assessor to develop a final migration plan for sewer betterment data into new the software. The process will involve some custom programming in order to arrive at the Town's amortization schedule format.

*Recommendation:* No further action is necessary.

### C. Personnel

(1) AFSCME Meeting

I attended a meeting of AFSCME representatives along with Town Counsel on September 26, 2011 to discuss matters of mutual interest.

*Recommendation:* No further action is necessary.

## **D. Procurement/Ongoing Projects**

### (1) Uniform Design Standards for Downtown

At the last meeting, the Board determined that funds remaining to pay our landscape architect working on the pocket parks/downtown design issues should be focused on the development of uniform signage standards for the area. Selectman O'Donnell will be working directly with our consultants to discuss and plan that work.

*Recommendation:* I will update the Board as necessary.

### (2) Request for Proposals, Real Property Purchase for Town Offices

At the last meeting, the Board authorized the development and release of a Request for Proposals (RFP) to solicit offers for property that could be used for the relocation of Town offices. I arranged for the necessary local and state-wide advertisements and finalized the necessary RFP with Town Counsel during the week of September 26, 2011. The RFP will be available at Town Hall and at the Town's website starting October 5, 2011. Proposals are due no later than 10:00 a.m. on Monday, November 7, 2011.

*Recommendation:* I will update the Board as necessary.

### (3) Downtown Boardwalk Feasibility Study

At the last meeting, the Board signed a contract with the Department of Conservation and Recreation for the subject study. The Board also authorized the signature of a contract with Salem State University to conduct the study once DCR approves the University as the Town's subcontractor. The contract with DCR has been sent in to the State and we are awaiting countersignature. The subcontract with Salem State will be submitted to the Town after procurement staff at the University review the necessary protocol with DCR. The protocol may be more streamlined than it would be if we were using a private contractor.

*Recommendation:* I will update the Board as necessary.

### (4) Final Route 133 Reconstruction Project Monthly Update Meeting

I participated in the subject meeting on September 28, 2011 along with Selectman O'Donnell and members of the Chamber of Commerce's Route 133 Reconstruction Project Task Force. We summarized the small amount of work that remains and went over detailed punch list items that will be tracked until the construction crews have completed all work. It is anticipated that the contractor will no longer have a presence in Town after the middle of October.

*Recommendation:* No further action is necessary.

## **E. Insurance**

### (1) Insurance Services Office (ISO) Grading Schedule Update

Insurance Services Office, Inc. (ISO) is responsible for evaluating all jurisdictions in the nation against the Building Code Effectiveness Grading Schedule. This schedule determines, in part, how insurance rates are set in Town. ISO has recently provided our Building Inspector with a survey designed to update our present rating. He will be reviewing and completing the survey and meeting with an ISO representative this fall to go over the Town's present status.

*Recommendation:* I will update the Board as necessary.

## **F. Facilities**

### (1) Request to Remove Tree, Conomo Point

At the last meeting, the Board voted to allow the removal of a tree at 11 Middle Road by the leaseholder, at their expense, with certain caveats, upon approval by the Tree Warden. The Tree Warden approved the removal during the week of September 26, 2011 and the leaseholder's tree contractor has been informed that permission has been granted.

*Recommendation:* No further action is necessary.

### (2) Church Service Project

The Church of Latter Day Saints has chosen as a service project the restoration and sealing of the exterior porch floor at the Grove Cottage. Work will be completed by mid-October. The church members will repair and replace damaged boards, will install a gutter to keep water off of one end of the porch, and will sand and seal the floor with a high-quality, exterior sealant. I will arrange to let the team into the cottage while they are performing the work (for bathroom and kitchen use).

*Recommendation:* I will update the Board as necessary.

### (3) Parking for Non-Residents at Conomo Point

At the last meeting, the Board agreed that a site visit involving the Chief of Police, the Superintendent of Public Works, at least one Selectman, and myself should be conducted at Conomo Point to review the non-resident parking situation. As such, I have arranged for a site visit to occur on October 12 and we will report back to the Board at a subsequent meeting.

*Recommendation:* I will update the Board as necessary.

(4) Town Hall Water Leakage Issue

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The Town Clerk recently informed me about an apparent leak in the Town Hall building envelope that is manifesting itself on the back wall of her office. I took a look outside and did not find any obvious hole. I also reported the issue to the Building Inspector and he agreed with my plan to contact a construction contractor to have the matter assessed further. I contacted the construction contractor who performed repairs on other leaks (primarily in the roof) a number of years ago and I am awaiting his assistance. The contractor will review the matter over the weekend of October 1 and I will have more information by meeting time.

*Recommendation:* **Board discussion as necessary.**

**G. Fiscal/Budget**

(1) School District Budget Coordination Meetings

At the last meeting, the Board asked me to reach out to the Regional School District Superintendent concerning this year's schedule for coordination of the District's budget among the boards of selectmen and the finance committees from both towns. I have learned from the Superintendent that the District is in the process of developing an overall plan and schedule for these meetings.

*Recommendation:* I will update the Board as necessary.

**H. Complaints**

No items.

**I. Meetings Attended**

(1) Preliminary Screening of Applicants for RECC Director Position

I participated in a meeting of the Preliminary Applicant Review Committee associated with the Regional Emergency Communication Center as one of three members of the Committee. The meeting was held on September 28, 2011 and the Committee moved into executive session to review all applications for the Director's position in order to make recommendations to the Executive Committee about applicants that should move on in the hiring process. The Review Committee has recommended to the Executive Committee that those candidates that are moving forward should be vetted using tools available from consultants and that the finalists should be evaluated via a formal "assessment center".

*Recommendation:* No further action is necessary.

(2) Informal Staff Meeting

I hosted the subject meeting in my office as has been our custom every two months or so. The meeting featured a discussion of the Town's plans to explore the use of the City of Melrose's datacenter for data storage, backup, and processing in the near future. The group also discussed items that would likely be considered by the fall Town Meeting.

*Recommendation:* No further action is necessary.

**J. Final Judgment**

No items.

**K. Town Meeting, By-Laws, and Regulations**

(1) Town of Essex Alcoholic Beverages Regulations

At the last meeting, the Board agreed that the training requirements within the subject regulations should be reviewed this winter and revised as necessary, in conjunction with input from license holders. As such, I will bring the matter back to the Board, likely in December, for further consideration and planning for public outreach.

*Recommendation:* I will update the Board as necessary.

(2) Statewide Public Works Mutual Aid Law Opt-in

At the last meeting, the Board voted to opt into the subject new law, known as Chapter 40, Section 4K of the General Laws. The Board previously had opted into the new Statewide Public Safety Mutual Aid Law (Chapter 40, Section 4J). I completed the necessary opt-in information form and provided it to the State. I also informed the Superintendent of Public Works about the vote. The Board of Public Works had previously voted to support the opt-in.

*Recommendation:* No further action is necessary.

(3) Potential Acceptance of Lowe Hill Road as a Public Way (\*)

At the last meeting, the Board agreed to formally consider at the present meeting their intention with respect to the subject road. I provided the Board with an outline of the process for consideration of acceptance of a road as a public way between last meeting and the present meeting. The first step is for the Board to consider voting their intention to "lay out" the road.

*Recommendation:* **Board consideration of the process and potential vote to lay out the road as the first step in the process.**

(4) Special Town Meeting

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It appears that a fall Special Town Meeting will be necessary in order to discharge a variety of matters. I recommend that such a meeting be held on November 14, 2011 and I have developed a draft list of potential articles and topics for the Board's review and discussion.

***Recommendation: Board vote to hold a Special Town Meeting on November 14, 2011 at 7:30 p.m. at the school and to open the warrant. Board consideration of various topics for potential articles.***

**L. Legal Issues**

No items.

**M. Grants**

(1) Library Renovation Grant

The Librarian has indicated that her department's planning has advanced sufficiently to ask the Town Meeting to authorize the Trustees to apply for a library renovation grant from the State in the future. I have placed that item on the draft Special Town Meeting warrant for consideration by the Selectmen.

*Recommendation:* I will update the Board as necessary.

**N. Emergency Planning**

(1) Emergency Provision of Generators, Army Corps of Engineers

I met with members of the Army Corps of Engineers on September 29, 2011 to discuss a recent assignment to assist the Massachusetts Emergency Management Agency (MEMA). The Corps is presently tasked with reviewing the power feeds and service sizes for all municipal buildings and determining where an emergency generator or a replacement to a generator would be situated if needed during a disaster. I covered the Town Hall, the Senior Center, and the School. The representatives also reviewed other locations with the Superintendent of Public Works and the Chief of Police.

*Recommendation:* No further action is necessary.

**O. Other Items**

No items.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*